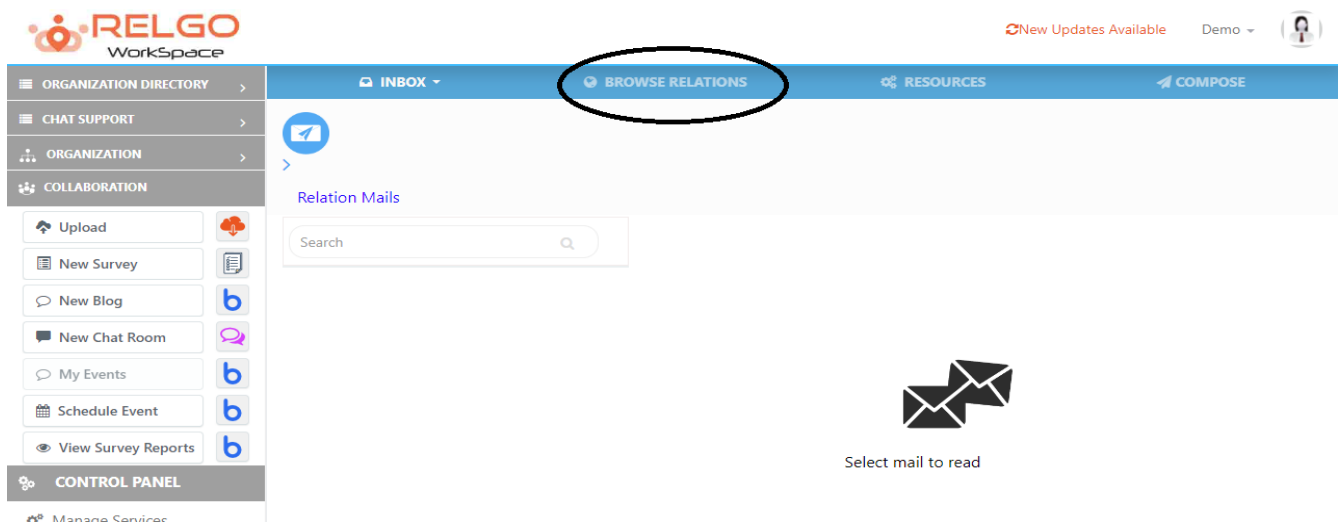


Share Documents

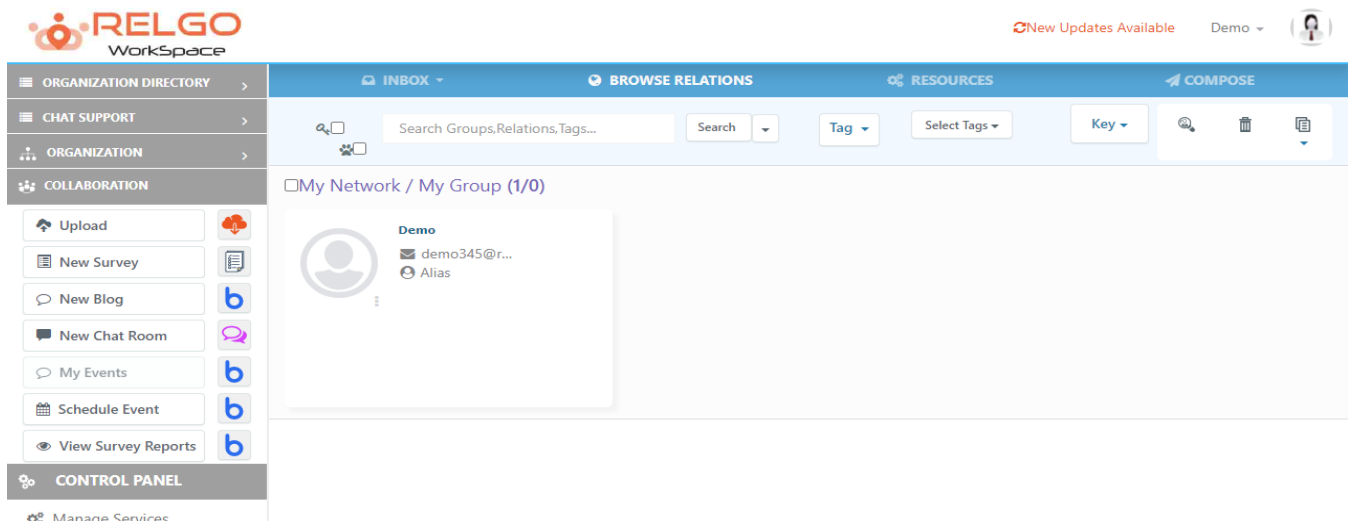
To Share document:

Share Document using Relation:

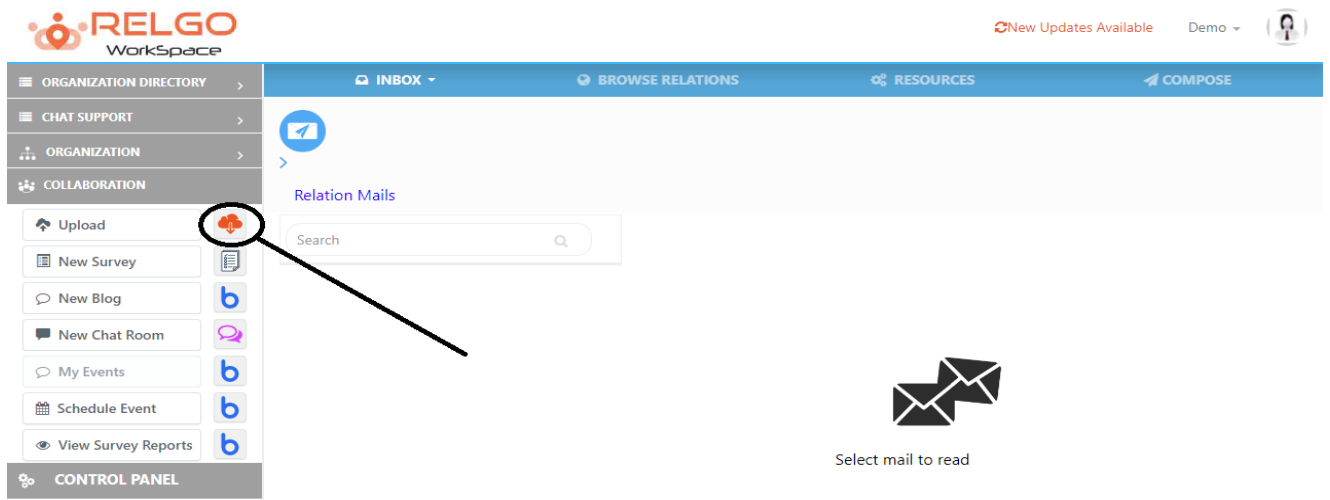
To share the document using relation, select relation under browse relations.



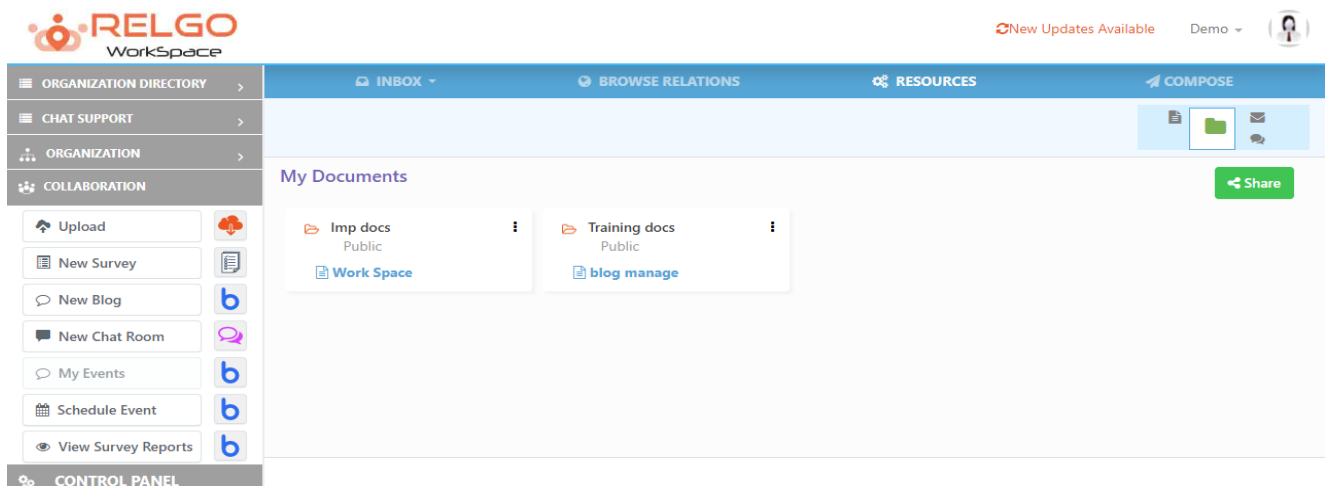
Select relation



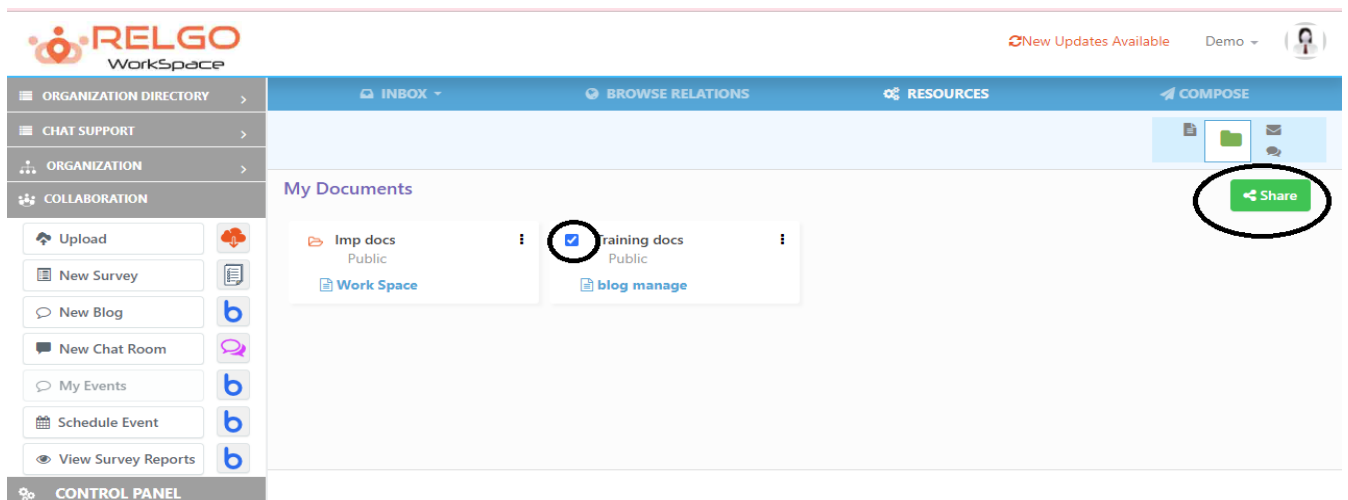
Now click on upload icon & choose the document.



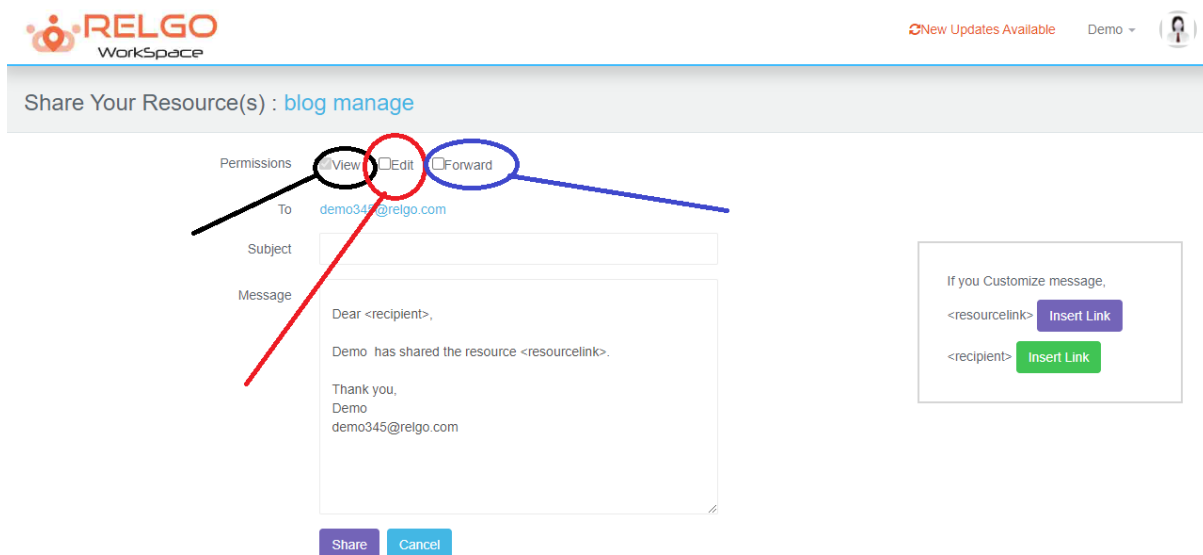
Select the document which needs to be shared.



By selecting the document click on share.



After clicking on share the screen is as follows.



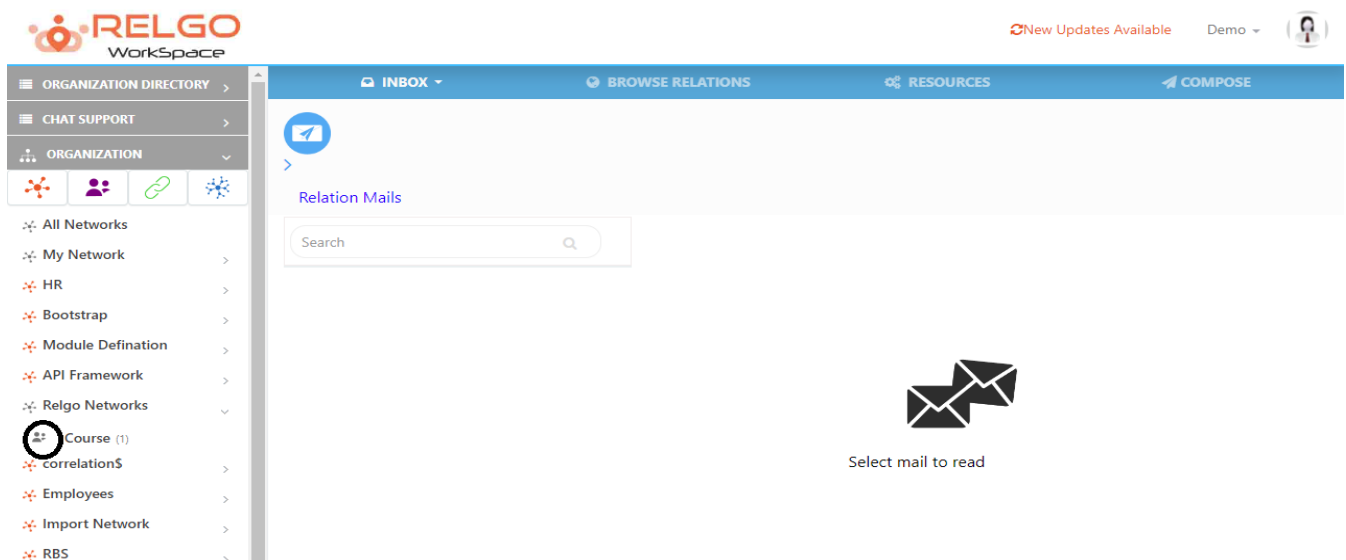
View: Permission only to view the document

Edit: Permission to edit the document

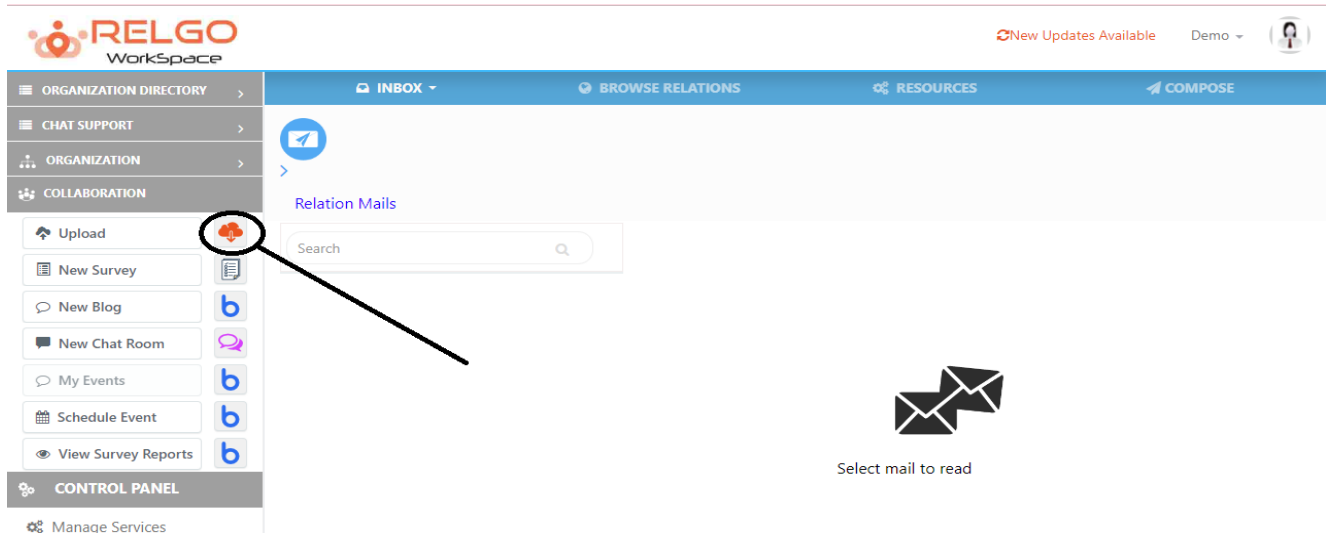
Forward: Permission to forward the document

Share Document using Group:

Select the group under organization tab.



Click on Document icon



Now choose the document which needs to be shared & then click on share.

